

## COST COMPARISON

A cost comparison (DPA 599.626.1) is required whenever an employee selects an alternate mode of transportation that is not typical for the length, destination and purpose of the trip, or is not in the best interest of the State. Reimbursement will be made only for the method of transportation which is in the best interest of the State, considering both direct expense as well as the officer's or employee's time. Provided the mode of transportation selected does not conflict with the needs of the agency, the officer or employee may use a more expensive form of transportation and be reimbursed at the amount required for the least expensive mode of travel that is in the best interest of the state. Both modes of transportation will be shown on the travel claim with reference to this section.

A cost comparison shall be completed and attached to the claim. Cost comparisons shall include only the least costly methods of transport for those expenses actually being substituted, and shall include only the expenses of traveling from one location to another. Transportation expense at the travel work location will be reimbursed based on the actual business transportation expenses incurred while at the travel location.

<b><u>AIR</u></b>	<b>VS</b>	<b><u>PRIVATE CAR</u></b>
Contract Airfare: \$ _____		
Shuttle: _____		
- or -		
PC Mileage: _____		
Airport Parking: _____		
<b>AIRFARE COST: \$ _____</b>		_____ X .34 = \$ _____

The least expensive mode of transportation: \_\_\_\_\_.

The state will reimburse the claimant: \$ \_\_\_\_\_.